installation and operation manual for Hunter Ceiling Fans

For Your Records and Warranty Assistance

Model Name: _____

Catalog/Model No.: _____

Serial No.: _____

Date Purchased: _____

Where Purchased: _____

For reference also attach your receipt or a copy of your receipt to the manual.

Model 23348

42664-01 • 06/09/08

Welcome

Your new Hunter® ceiling fan is an addition to your home or office that will provide comfort and performance for many years. This installation and operation manual gives you complete instructions for installing and operating your fan.

We are proud of our work. We appreciate the opportunity to supply you with the best ceiling fan available anywhere in the world.

Before installing your fan, for your records and warranty assistance, record information from the carton and Hunter nameplate label (located on the top of the fan motor housing).

Cautions and Warnings

- **READ THIS ENTIRE MANUAL CAREFULLY BEFORE BEGINNING INSTALLATION. SAVE THESE INSTRUCTIONS.**
- Use only Hunter replacement parts.
- To reduce the risk of personal injury, attach the fan directly to the support structure of the building according to these instructions, and use only the hardware supplied.
- To avoid possible electrical shock, before installing your fan, disconnect the power by turning off the circuit breakers to the outlet box and associated wall switch location. If you cannot lock the circuit breakers in the off position, securely fasten a prominent warning device, such as a tag, to the service panel.
- All wiring must be in accordance with national and local electrical codes and ANSI/NFPA 70. If you are unfamiliar with wiring, use a qualified electrician.
- To reduce the risk of personal injury, do not bend the blade attachment system when installing, balancing, or cleaning the fan. Never insert foreign objects between rotating fan blades.
- To reduce the risk of fire, electrical shock, or motor damage, do not use a solid-state speed control with this fan. Use only Hunter speed controls.

Table Of Contents

1 • Getting Ready. 4

2 • Installing the Ceiling Plate 5

3 • Assembling the Blades 6

4 • Assembling and Hanging the Fan . . . 7

5 • Wiring the Fan 8

6 • Installing the Canopy and Canopy Trim Ring 9

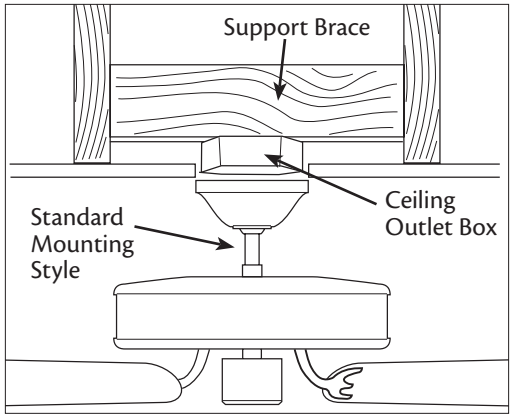
7 • Installing the Wall Control 10

8 • Operating and Cleaning Your Ceiling Fan 11

9 • Troubleshooting 12

© 2008 Hunter Fan Company

Installer's Choice and Optional Accessories



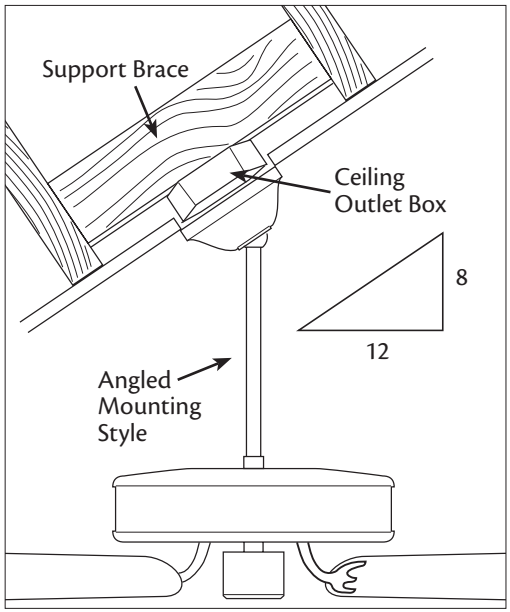
Standard Mounting hangs from the ceiling by a downrod (included).

Understanding Mounting and Installer's Choice®

Hunter's patented 3-position mounting system provides you maximum installation flexibility and ease. You can install your Hunter fan in one of three ways, depending on ceiling height and your preference: Low Profile, Standard, or Angled mounting. The steps in this manual include instructions for all three Installer's Choice mounting methods.

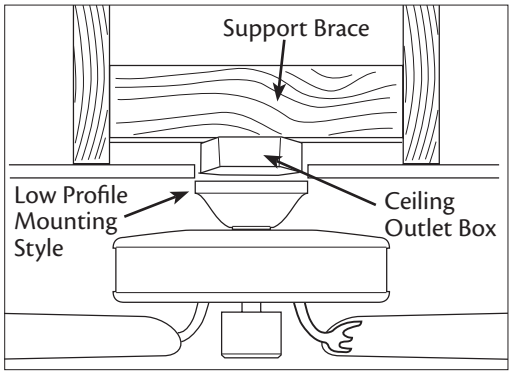
Considering Optional Accessories

Consider using Hunter's optional accessories, including a wall-mounted or remote speed control. To install and use the accessories, follow the instructions included with each product. For quiet and optimum performance of your Hunter fan, use only Hunter speed controls.



Angled Mounting recommended for a vaulted or angled ceiling

For ceilings higher than 8 feet, you can purchase Hunter extension downrods. All Hunter fans use sturdy 3/4" diameter pipe to assure stability and wobble-free performance.



Low Profile Mounting fits close to the ceiling, recommended for ceilings less than 8 feet high

⚠ **CAUTION:** To reduce the risk of personal injury, attach the fan directly to the support structure of the building according to these instructions, and use only the hardware supplied.

1 • Getting Ready

To install a ceiling fan, be sure you can do the following:

- Locate the ceiling joist or other suitable support in ceiling.
- Drill holes for and install wood screws.
- Identify and connect electrical wires.
- Lift 40 pounds.

If you need help installing the fan, your Hunter fan dealer can direct you to a licensed installer or electrician.

Gathering the Tools

You will need the following tools for installing the fan:

- Electric drill with 9/64" bit
- Standard screwdriver (magnetic tip recommended)
- Phillips-head screwdriver (magnetic tip recommended)
- Wrench or pliers
- Ladder (height dependent upon installation site)

Checking Your Fan Parts

Carefully unpack your fan to avoid damage to the fan parts. Refer to the included Parts Guide. Check for any shipping damage to the motor or fan blades. If any parts are missing or damaged, contact your Hunter dealer or call Hunter Technical Support Department at 888-830-1326.

Preparing the Fan Site

Before you begin installing the fan, follow all the instructions in the pullout sheet called "Preparing the Fan Site." Proper ceiling fan location and attachment to the building structure are essential for safety, reliable operation, maximum efficiency, and energy savings.

Installing Multiple Fans?
If you are installing more than one fan, keep the fan blades and blade irons (if applicable) in sets, as they were shipped.

2 • Installing the Ceiling Plate

⚠ CAUTION: To avoid possible electrical shock, before installing your fan, disconnect the power by turning off the circuit breakers to the outlet box and associated wall switch location. If you cannot lock the circuit breakers in the off position, securely fasten a prominent warning device, such as a tag, to the service panel.

2-1. Drill two pilot holes into the wood support structure through the outermost holes in the outlet box. The pilot holes should be 9/64" in diameter.

For Angled Ceilings: Be sure to orient the ceiling plate so that the two tabs are pointing toward the ceiling peak.

2-2. Your fan comes with four preinstalled noise isolators. Check to make sure all four isolators are in place and were not removed during shipment.

2-3. Place a flat washer on each of the two 3" wood screws.

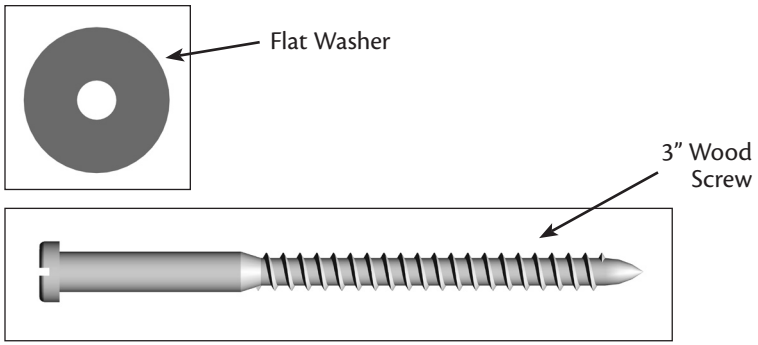
2-4. Thread the supply wires from the outlet box in the ceiling through the hole in the center of the ceiling plate.

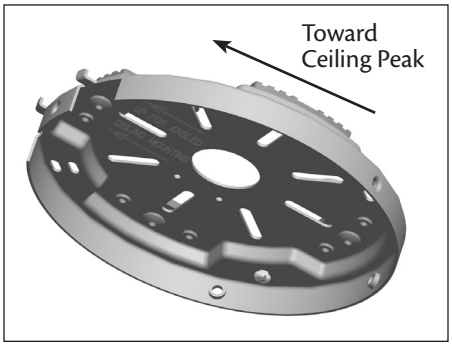
2-5. Align the slotted holes in the ceiling plate with the pilot holes you drilled in the wood support structure. For proper alignment use slotted holes directly across from each other.

Note: The isolators should be flush against the ceiling.

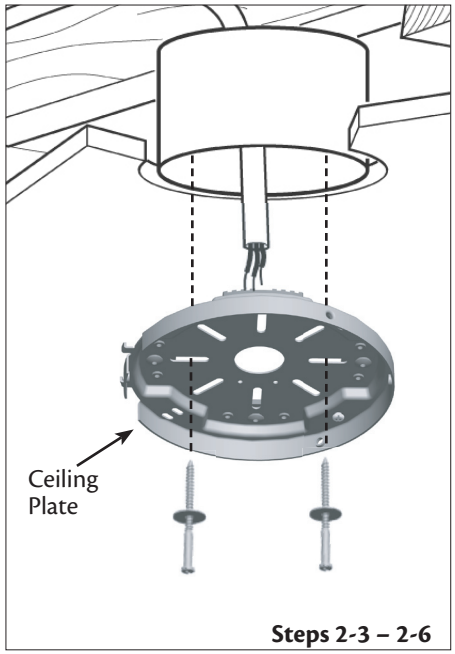
2-6. Pass the screws through the slotted holes in the ceiling plate into the pilot holes you drilled.

Tighten the screws into the 9/64" pilot holes; do not use lubricants on the screws. Do not over tighten.





For Angled Ceilings: Be sure to orient the ceiling plate so that the two tabs are pointing toward the ceiling peak.



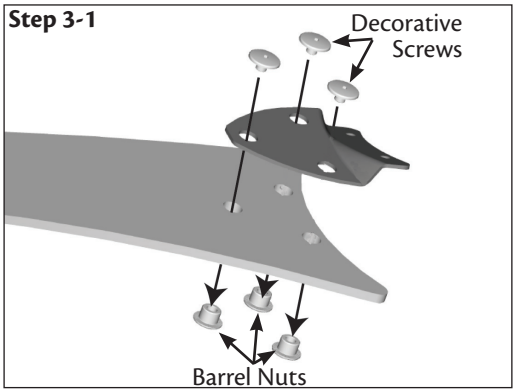
Steps 2-3 – 2-6

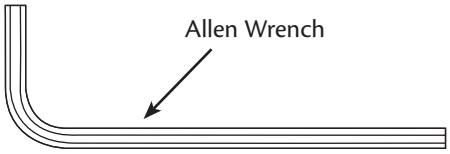
3 • Assembling the Blades

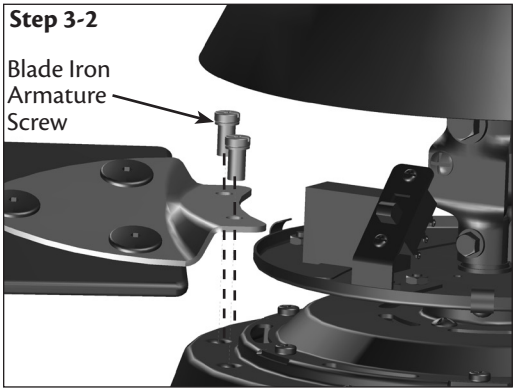
3-1. Attach each blade to the blade iron using three barrel nuts and three decorative screws. Use the provided Allen wrench to attach the decorative screws. You may install the decorative screws and barrel nuts facing up or down.

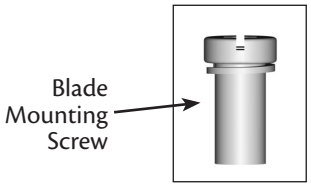
3-2. Attach each blade iron to the fan motor with two blade iron armature screws. Securely tighten the screws.

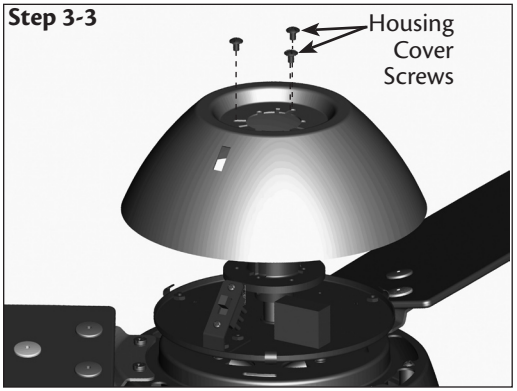
3-3. Lower the top housing over the top of the fan motor, allowing the rectangular hole to fit over the reversing switch, and attach the top housing to the adapter using three housing cover screws. The top housing will rest on top of the adapter and should not touch the motor.











4 • Assembling and Hanging the Fan

⚠ **WARNING:** Fan may fall if not assembled as directed in these installation instructions.

4-1. Unbundle the wires from the fan and remove the paper caution tag. Do not discard the tag until your installation is complete.

For Standard or Angled mounting:

4-2. To assemble fan to hang down from a flat or angled ceiling, insert the downrod through the canopy, adapter cover grommet, adapter cover, and canopy trim ring. (The adapter cover and adapter cover grommet may already be attached to make one piece.) Feed the wires from the fan through the downrod.

4-3. Loosen the square-head setscrew on the adapter to install the pipe and ball assembly. **Note:** When the pipe and ball assembly is fully installed, 2-3 threads on the pipe will still be visible; this is normal. Securely retighten the setscrew with a wrench or pliers. Skip to Step 5-1.

⚠ **CAUTION:** The adapter has a special coating on the threads. Do not remove this coating; the coating prevents the downrod from unscrewing. Once assembled, do not remove the downrod.

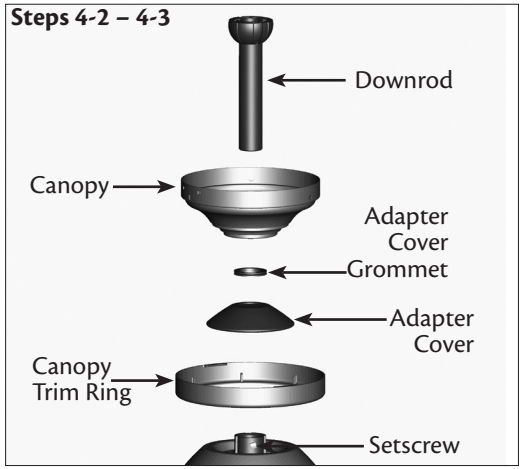
For Low Profile mounting:

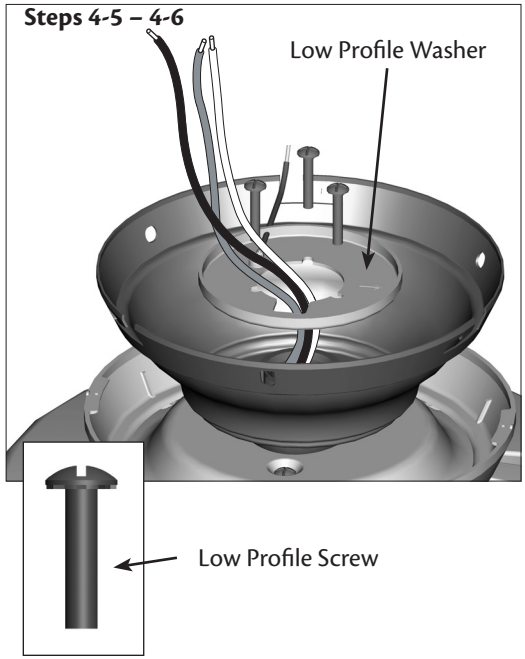
Note: For low profile mounting, the downrod is replaced with the low profile washer. The adapter cover and adapter cover grommet are not used for low profile mounting.

4-4. Remove the set screw from the adapter.

4-5. Place the low profile washer (lip up) into the canopy. Be sure the green ground wire is pointing up toward the ceiling.

4-6. Align the holes in the washer with the holes in the adapter. Assemble securely with three low profile screws.





5 • Wiring the Fan

All wiring must be in accordance with national and local electrical codes and ANSI/NFPA 70. If you are unfamiliar with wiring, use a qualified electrician.

Wall switches are not included. Select an acceptable general-use switch in accordance with national and local electrical codes.

5-1. Before attempting installation, make sure the power is still off.

5-2. To connect the wires, hold the bare metal leads together and place a wire connector over them, then twist clockwise until tight. For all these connections use the wire connectors provided.

5-3. Connect the bare or green ground wire (grounded) from the ceiling to the green ground wire (grounded) from the ceiling plate and the green ground wire from the fan.

5-4. Connect the white wire (ungrounded) from the ceiling to the white wire (ungrounded) from the fan.

5-5. Connect the remaining wires as follows:

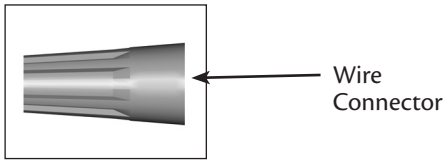
Single Switch Wiring:

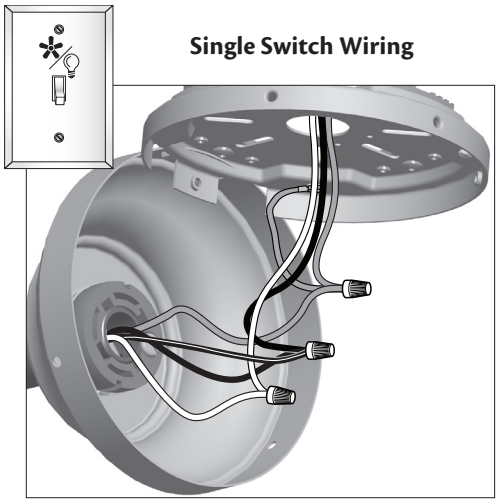
- The black wire (ungrounded) from the ceiling to the black (ungrounded) and the black/white wire (ungrounded) from the fan

⚠ **CAUTION:** Be sure no bare wire or wire strands are visible after making connections.

5-6. Turn the splices upward and push them carefully back through the ceiling plate into the outlet box.

5-7. Spread the wires apart, with the grounded wires on one side of the outlet box and the ungrounded wires on the other side of the outlet box.





Single Switch Wiring

6 • Installing the Canopy and Canopy Trim Ring

⚠ **WARNING:** Failure to complete the following steps could cause the fan to fall.

Note: It is recommended you use a magnetic tip screwdriver for the following steps.

6-1. Rotate the hanger ball so the tab in the canopy is secure in the hanger ball groove. **Note:** Your fan may have multiple tabs and grooves that must be aligned.

6-2. Swing the fan up to align the canopy screw holes with the mounting holes on the ceiling plate.

⚠ **WARNING:** The slots in the canopy must remain engaged while swinging the canopy for alignment.

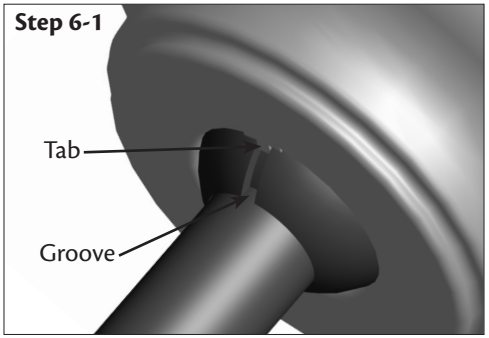
6-3. Holding the canopy up with the screw holes aligned, partially install two canopy screws into the holes opposite the ceiling plate tabs.

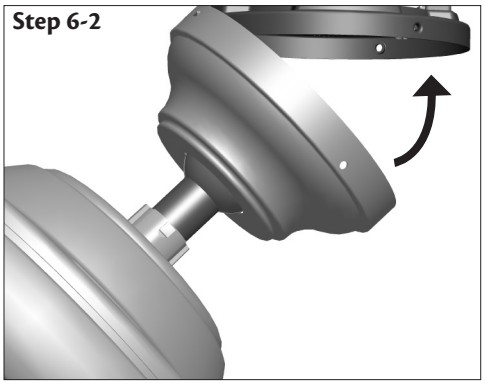
6-4. Partially install a canopy screw between the slots in the canopy. When all the holes are properly aligned, securely tighten all three canopy screws.

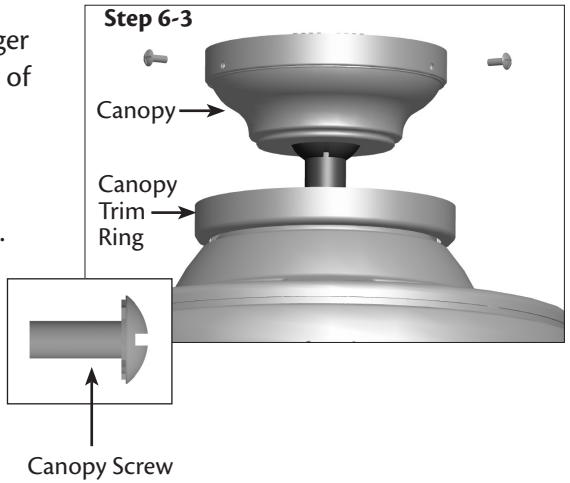
6-5. Verify that the tabs in the canopy are still in the grooves of the hanger ball.

6-6. Align the tabs on the trim ring opposite the grooves in the hanger ball. Using both hands, push the canopy trim ring up to the top of the canopy. The canopy trim ring will snap and lock into place.

Note: Should you need to remove the trim ring, press firmly on opposite sides of the trim ring directly above the groove in the hanger ball. The tabs will flex out releasing the canopy trim ring.







7 • Installing the Wall Control

You must install the wall control included with this product in order to control the fan speed. Only one wall control can be used to control the fan speed.

7-1. Turn circuit breaker to the fan wall switch OFF.

7-2. Remove the wall plate and switch.

7-3. With the "Up" arrow in the wall control back cover facing up, connect each of the 2 household black wires to each of the 2 black wall control wall box assembly wires with wire connectors. The order is not important. Connect the ground wire from the wall control to the ground wire in the wall.

7-4. Install the wall box assembly with screws.

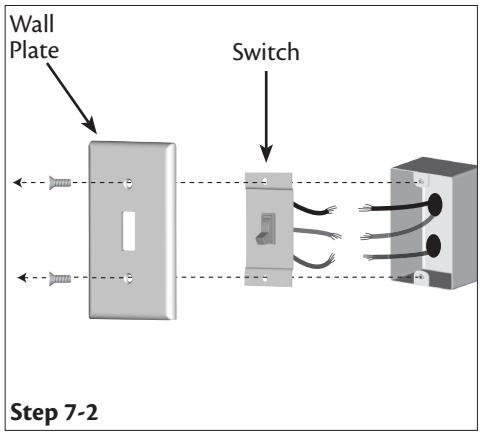
7-5. Attach your wall plate to the control wall box assembly with screws.

Note: You may need a different wall plate to match your decor, or because you have a multigang switch. If so, you can purchase a Decora®-style switch plate at your local home center or hardware store. Decora® is a regsitered trademark of Leviton Manufacturing Corporation.

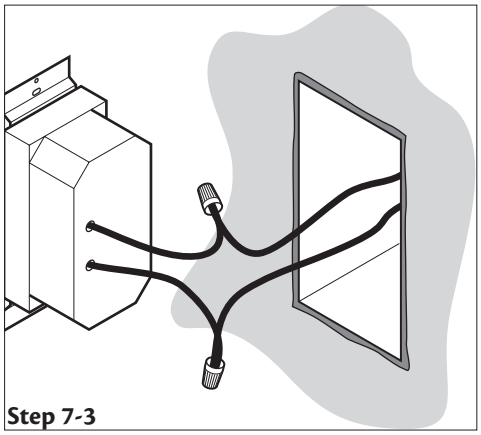
7-6. Slide the round wall control knob onto the shaft sticking out of the wall box assembly.

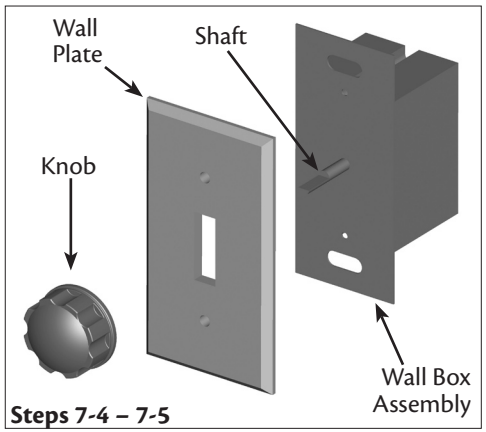
7-7. Turn the circuit breaker back on.

7-8. To operate fan, turn the wall control knob to the desired speed.

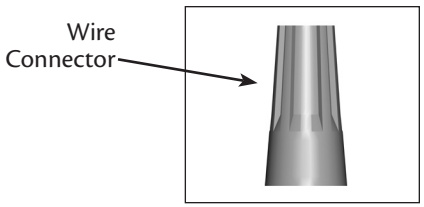


Step 7-2


Step 7-3



Steps 7-4 – 7-5



8 • Operating and Cleaning Your Ceiling Fan

8-1. Turn on electrical power to the fan.

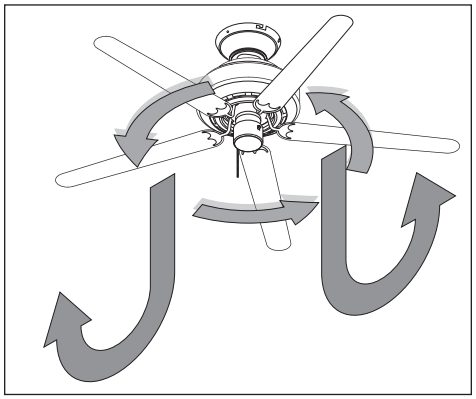
8-2. The fan pull chain controls power to the fan. The pull chain has four settings in sequence: High, Medium, Low and Off.

- Pull the chain slowly to change settings.
- Release slowly to prevent the chain from recoiling into the blades.
- The chain uses a breakaway connector that separates if the chain is jerked. If this happens, simply reinsert the chain into the connector.

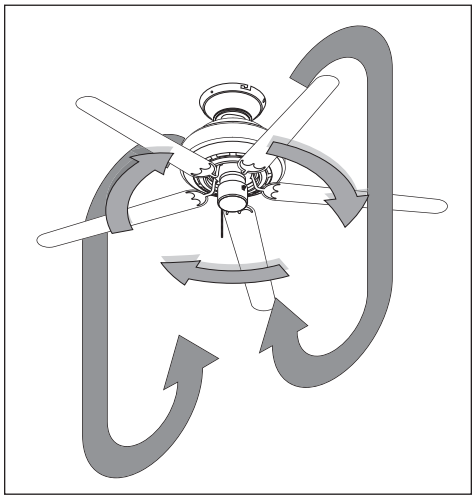
8-3. Ceiling fans work best by blowing air downward (counterclockwise blade rotation) in warm weather to cool the room with a direct breeze. In winter, having the fan draw air upward (clockwise blade rotation) will distribute the warmer air trapped at the ceiling around the room without causing a draft.

8-4. For cleaning finishes, use a soft brush or lint-free cloth to prevent scratching. A vacuum cleaner brush nozzle can remove heavier dust. Remove surface smudges or accumulated dirt and dust using a mild detergent and a slightly dampened cloth. You may use an artistic agent, but never abrasive cleaning agents as they will damage the finish.

8-5. Clean wood finish blades with a furniture polishing cloth. Occasionally, apply a light coat of furniture polish for added protection and beauty. Clean painted and high-gloss blades in the same manner as the fan finish.



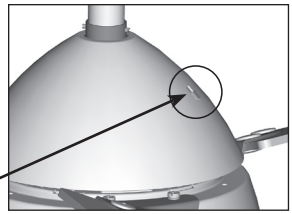
In warm weather, use downward air flow pattern



In cold weather, use upward air flow pattern

To Change Airflow Direction

Turn the fan off and let it come to a complete stop. Slide the reversing switch on the fan to the opposite position. Restart fan.



9 • Troubleshooting

Problem: Nothing happens; fan does not move.

1. Turn power on, replace fuse, or reset breaker.
2. Loosen canopy, check all connections according to the wiring the fan section.
3. Check the plug connection in the switch housing.
4. Push motor reversing switch firmly left or right to ensure that the switch is engaged.
5. Pull the pull chain to ensure it is on.
6. Remove the shipping bumpers.

Problem: Noisy operation.

1. Tighten the blade bracket screws until snug.
2. Check to see if the blade is cracked. If so, replace all the blades.

Problem: Excessive wobbling.

1. If your fan wobbles when operating, use the enclosed balancing kit and instructions to balance the fan.
2. Tighten all blade iron screws.
3. Turn power off, support fan very carefully, and check that the hanger ball is properly seated.

If you need parts or service assistance, please call 888-830-1326 or visit us at our Web site at http://www.hunterfan.com.

Hunter Fan Company
2500 Frisco Avenue
Memphis, Tennessee 38114